



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Transportation Rights of Way Office No. 2 Capitol Square Atlanta, Georgia 30334	Application Number 73-598-A	
Application Number		Date Received MAR 15 1984	Date Completed AUG 2 1984
2. Person to Contact Bobby Risper		Working Title Right of Way Agent I	Telephone Number 656-5372
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>73-598</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1973 To Date		5. Records Series Title (followed by title used in office; if different) Right of Way Surplus Building Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Highways is responsible for the planning, location, design, construction and maintenance of all roads and bridges financed by Federal-Aid, State-Aid or Authority funds. Only those county roads and city streets financed entirely through local funding are designed, constructed and maintained without the supervision or participation of the Division. The function of the Right of Way Office is to acquire needed land or interest in land through accepted appraisal, negotiation, relocation, property management and condemnation procedures in order to clear right of way on schedule for facilities to be constructed by the Department of Transportation.			
7. Record Series Description Documents relating to: Included are:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Sale of surplus building on land acquired for highway right of way. Resolution by the Commissioner and bid proposals for buildings. Once the bid proposals are approved, it becomes a sealed contract. ARCHIVES GOVERNMENT SERVICES DIVISION AUG 2 1984 RECEIVED	
File is arranged:		Alphabetically and numerically by County name and project number.	
8. Monthly Reference Rate One to six months old <u>1</u> ; Seven to twelve months old <u>1</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>0</u> ?		How often are records referred to which are:	
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>2 1/2</u> ; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | 20 years. | e. Administrative need | 5 years. |
| c. Federal law | _____ years. | f. Federal retention instructions | 3 years. |

Attach copy or excerpt of laws or regulations. Explain administrative need. 9-3-23. 3-703 (4359) Actions on bond or instruments under seal. Actions upon bonds or other instruments under seal shall be brought within 20 years after the right or action has accrued. No instrument shall be considered under seal unless so recited in the body of the instrument. Federal-aid Highway Program Manual, Vol. 1, Ch. 6, Sec. 2, states that the series must be retained 3 years after final federal payment of the projects.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ then,

Place in inactive file on Sale of Surplus Property; cut inactive file at end of Calendar Year

- ☒ Hold in the current files area _____ month(s) 5 year(s); then Microfilm; then, after verification of microfilm,
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy. Paper Copies
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Microfilm Security Copy - Transfer to Archives Security Microfilm Vault for permanent vital records retention.

Microfilm Reference Copy - Hold in current files area until no longer needed for reference; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	3/13/84	<i>Martha B. Beck</i>	3/13/84
<div style="display: flex; justify-content: space-between;"> <div> <p>Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)</p> </div> <div> <p>State Records Committee (Signature)</p> </div> <div> <p>Date</p> </div> </div>			
State Auditor/Designee	<i>[Signature]</i>	7/20/84	
Secretary of State/Designee	<i>Edward Weidner</i>	7/18/84	
Attorney General/Designee	<i>[Signature]</i>	8/1/84	



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date 12/19/73	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received DEC 19 1973	Application No. 73-598 Date Completed JAN 21 1974
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Highways - PreConstruction Section Office of Right-Of-Way Atlanta, Georgia		4. Person to Contact Joe E. Brown	6. Tel. No. 656-5372
		5. Working Title R/W Engineer	

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE.

☐ DISPOSE OF PRESENT ACCUMULATIONS;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series

1950 - To Date

9. Exact Series Title

Right-Of-Way Surplus Building File

10. What is the function of the office in which this record series is created

The Division of Highways is responsible for the planning, location design, construction and maintenance of all roads and bridges financed by Federal-Aid, State-Aid or Authority funds. Only those county roads and city streets financed entirely through local funding are designed, constructed and maintained without the supervision or participation of the Division. The Division of Highways is divided into four sections: the Preconstruction Section, which determines project location through aerial photography and mapping, designs the bridges and roads involved, and obtains the right-of-way necessary; the Construction Section, which conducts the tests of soils and materials involved, oversees construction and assures quality control, and supervises the seven District Offices throughout the State; the Operations Section, which issues permits and enforces regulations governing overweight and oversize vehicles, designs improvements in vehicular and pedestrian traffic controls, effects the relocation of utilities existing on project right-of-ways, administers State-Aid and maintains the quality of highways; and the Federal Liason Section, which works to obtain Federal funds and expedite compliance with Federal Highway Administration requirements Federal-Aid projects.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to the sale of surplus buildings on land acquired for right-of-way.

Included are: resolution by the commissioner
bid proposal on buildings
executive order
quit claim deed

File is arranged numerically by project number.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records			
Letter-size File Drawers				2 1/2	5		
Legal-size File Drawers	5	10	Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)			
				8			
				This Year's	Last Year's	Preceding Year's	All Prior Year's
			AVERAGE DAILY REFERENCES	40	40	30	20

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☒ NO
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☐ YES ☒ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ YES ☒ NO
18. Could the function be performed if the files were lost or destroyed? ☐ YES ☒ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☒ YES ☐ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ YES ☐ NO

24. REQUIREMENTS. The following requires the files to be kept 10 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ Other then:

Place in inactive file on sale of surplus property; cut inactive file at end of calendar year, hold in current files area five years, transfer to State Records Center, hold five years, then destroy.

Rationale: This file is cut off on sale of surplus property. The Department then has 7 years in which to begin construction. Several years will then be required to complete construction (usually 2-5 years).

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Records Management *Phil Bradford* Date *12/18/74*

26. Recommendations		<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Head of Agency/Designee	Date
in Paragraph 25 are:	State	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<i>William M. [Signature]</i>	<i>1-18-74</i>
	Records	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<i>Conall [Signature]</i>	<i>1-17-74</i>
	Committee	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<i>[Signature]</i>	<i>1-21-74</i>